

PERSRU NEWSLETTER

ISSUE 3/00

JULY THROUGH SEPTEMBER 2000

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SERVICEWIDE EXAMINATION (SWE) INFORMATION

Article 5-C-5.c.6., Personnel Manual requires that personnel advanced to E-7 on or after 1 Jan 1999 complete either the CG CPO Academy or one of the DOD Senior Enlisted Academies to qualify to participate in competition for advancement to E-8. A recent query of the PMIS/JUMPS database revealed that many personnel who have attended have not had SDA II transactions input to reflect completion, or have had transactions input that only recorded the qualification code and not the school completion code, or vice versa. The SDA II generated Personnel Action, Action Code P341 is the proper SDA II transaction to record both events. The message orders to an academy specifically state that unit preparing orders shall ensure appropriate PMIS code/qual code entries are made upon the member's completion of training. This is happening sporadically at best. Please explain the importance of reporting this information to your field units. Speculation is that the newly graduated academy graduate returns to the unit, resumes normal duties, and fails to inform the command Admin office and/or PERSRU of completion. In the absence of the qual code (JR for CG CPO Academy graduates or JS for USAF SNCO Academy) and/or the school completion code (230442 for CG CPO Academy or 400301 for USAF SNCO Academy), otherwise eligible E-8 candidates will receive a Personal Data Extract for the May 2001 SWE cycle indicating they are ineligible to participate. The Enlisted Leadership Programs Manager also uses the Qual Codes as a tracking tool to determine vacancies and orders for the CG CPO Academy. Please review the files of affected personnel prior to the May 2001 PDE production cycle in February 2001. Thank you for your attention to this matter.

Pete Buel
HRSIC (ADV)

REENLISTMENT WHEN SEPARATION DATE FALLS ON FRIDAY OR WEEKEND

Article 12.B.11.a, Coast Guard Personnel Manual, provides that "members whose normal enlistment expiration date falls on Friday, Saturday, Sunday, or a holiday shall not be separated more than seven days before the normal expiration date." Paragraph 3.f.(2) of enclosure (1) to COMDTINST 7220.33 provides that "members who are discharged no more than 7 days early because their period of active obligated service expires on a Friday, Saturday, Sunday, or holiday are considered to have completed the full enlistment for SRB computation (the amount of additional obligated service for SRB purposes will not be reduced)".

Be careful when utilizing the authority in Article 12.B.11.a. For instance, it is not proper to discharge and reenlist a member up to seven days early if the member's enlistment expiration date falls on a Monday, Tuesday, Wednesday, or Thursday.

Dale Hosman
HRSIC (MAS)

WHAT SHOULD I DO WITH THIS INCORRECT P606???

- Q. What should I do if I submitted a P606 assigning a member to Government Quarters and then discover the member never moved in?
- A. **Correct** the P606 to the correct entitlement the member was previously receiving. **DO NOT DELETE THE P606!**
- Q. What should I do with the P606 when a member's reporting in date is changed from 12JUL00 to 05JUL00?
- A. If the zip code is correct on the P606 dated 12JUL00, just submit another P606 with a start date of 05JUL00. **DO NOT DELETE THE P606 DTD 12JUL00!**
- Q. What should I do with the P606 when a member's reporting in date is changed from 05JUL00 to 12JUL00?
- A. You **correct** the P606 on 05JUL00 to the entitlement the member was receiving at his old PDS, and submit a new P606 for 12JUL00 for the new PDS. **DO NOT DELETE THE P606 DTD 05JUL00!**
- Q. What if I submit a P606 and I really didn't need to because the entitlement was already running?
- A. If the member is receiving the correct entitlement, **do nothing**. An extra P606 isn't going to hurt anything. **DO NOT DELETE THE P606!**
- Q. What if I submitted a P606 for BAH without, but it should have been for BAH with?
- A. Just **correct** the P606 to BAH with. **DO NOT DELETE THE P606.**

Chris Bailey
HRSIC (MAS)

SPECIAL PAYMENTS

PERSRU's may request special payments for members they service. Special payment requests must meet the guidelines established in the Personnel and Pay Procedures Manual, HRSICINST M1000.2A, chapter 6, section B. A member will be authorized a special payment only if he or she meets **ALL** of the criteria listed on page 6-B-4 of HRSICINST M1000.2A, Personnel and Pay Procedures Manual.

Special payments which are requested by PERSRU's for pay and allowances must have supporting documents, either processed in SDAII or currently viewable in PMIS/JUMPS, in order to ensure the member will be paid properly once the special payment has been processed. Failure to submit supporting documents could result in the member becoming overpaid, requiring a series of payment holds and special payments until supporting documents have processed.

When requesting a special payment for Advances (i.e., BAH, PAY or OHA), PERSRU's are not required to submit an H605 to start liquidation of the advance. HRSIC (MAS) will process the necessary documents for liquidating an advance as a result of a special payment. PERSRU's who have submitted H605's in the past have caused duplicate submission of liquidation schedules resulting in members potentially being overpaid and having two liquidations deducted from their pay.

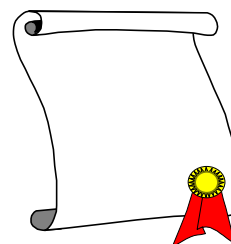
YN1 Steve Copeland
HRSIC (MAS)

NEW RETIREMENT CERTIFICATE ORDER FORM

We now have a Retirement Certificate Order Form available for units to use when requesting Certificates. The use of this form (though not required) will aid our office with accurate information for preparation and shipment of certificates for members and their spouse. We strongly encourage you to use this form to expedite this process. Our goal is to prepare certificates 4-6 months prior to date of retirement. Comments may be sent via email to HRSIC-RAS or phone CWO Mirsch at 785-357-3416.

The form is available on our web page at <<http://www.uscg.mil/hq/hrsic/RAS.htm>>

CWO2 Michael E. Mirsch
HRSIC (RAS)

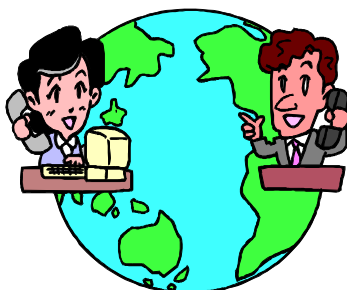


FOREIGN STATE CODES ON ACCESSION TRANSACTIONS

When processing Accession transactions in SDA II for members with a foreign address, the valid state code to be used is the alphabetic letters OO (not zeroes). For the zip code, if needed, use numeric characters 00000 (these are zeroes).

For more detailed information on this subject, see SDA II Newsletter 014 of 3 August 2000.

Bill Schirmer
HRSIC (MAS)



SITUATION: MEMBER GOES TAD PRIOR TO PCS BUT NOT IN CONJUNCTION WITH PCS

Dilemma: PERSRU prepares a P620 departing member for open-ended TAD. Member returns from TAD, but no P620 is processed returning member from TAD. Member departs PCS.

Consequence: Element code 04 on the P620 will start SEPRATS-T. Once SEPRATS-T starts, it will not stop unless another P620 is done reporting member back from TAD. **Not even the PCS departing or reporting endorsements will stop SEPRATS-T started by a P620.**

Solution: Before transferring someone PCS, verify that any and all TAD periods have processed through PMIS/JUMPS.

YN1 Steve Hoss
HRSIC (MAS)

FAMILY SEPARATION ALLOWANCE (FSA)

FSA to Members Married to Members

When two military members are:

- married to each other, and
- reside together, and
- one of the members is transferred PCS by military orders

then the member under PCS orders is entitled to FSA Type R. This is true even if the members have no other qualifying dependents.

Likewise, if two military members are sharing a joint household, and one of the members is sent afloat or TAD for more than 30 consecutive days, then the member going to sea or TAD becomes eligible for FSA Type S or FSA Type T.

Interim FSA

When a member is:

- receiving FSA Type S or FSA Type T, and
- returns to their homeport or permanent duty station, and
- then departs their homeport or permanent duty station within 30 days to a duty which again qualifies for FSA Type S or FSA Type T

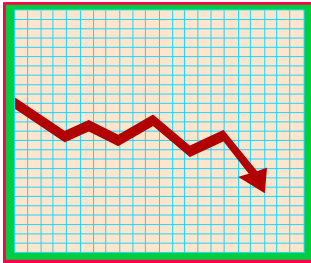
then the member is entitled to FSA for the interim period between the two qualifying FSA periods.

For example, if a member is attached to a vessel, and the vessel departs homeport on 15 October and returns to homeport on 29 November, the member is entitled to FSA Type S for the period 15 October (day of departure) thru 28 November (day before return). If the vessel departs homeport again on 20 December and deploys until 12 February, the member is entitled to FSA Type S for the interim period. In other words, the member is entitled to FSA Type S for the entire period from 15 October through 11 February.

PMIS/JUMPS is programmed to pay interim FSA. In SDAIL, PERSRUs report the actual FSA qualifying periods. If less than 30 days has elapsed between the qualifying periods, PMIS/JUMPS will automatically credit the member for the interim FSA.

Dale Hosman
HRSIC(MAS)

OUT OF RANGE



What is Out of Range? Well, when I worked in the Persru, to me, it meant we'd get an error on the exception report, but everything would work out and the member would get the pay they were entitled to. Other than that, I didn't pay too much attention to submit-

ting a document out of range. I didn't know what all had to go on behind the scenes for that to happen. Now that I've been working at HRSIC in MAS I've learned another whole side of the story.

A document submitted out of range is one where the effective date is beyond three months old. The computer system cannot straighten it out and figure out what is supposed to happen or what entitlement started or stopped; the computer just garbages it, doesn't do anything with it, except put it on the exception report. That's where the PMIS side of MAS steps in. They have a couple of choices what to do with it, and depending on the situation, they can either kill the document, or "3" it with an effective date in range. Then the PMIS team sends it, as an Account Discrepancy case (AD), to the PAY team. A YN3 or YN2 will look at the case, and determine what was supposed to happen. They work up the documents needed to debit or credit and pass the AD on to an auditor, who is either a YN1 or civilian, who looks it over and transmits the documents. Each case can be different, depending on the member's entitlements. A lot of work goes on behind the scenes. It keeps us gainfully employed here.

The most common out of range cases we see are for Reserve IDT drills (R985s). For each out of range R985, we submit at least 2 documents: (a) an H604 to credit basic pay; and (b) an H987 to credit points. If the R985 is for an enlisted member, 2 more documents may be required: (a) another H604 for reserve clothing allowance; and (b) possibly another H604 to credit SEPRATS for a meal. For each of these documents we look at the member's pay segments to determine how much to credit the member. For basic pay, we check segment 58 (to see if an advancement is involved), then segment 01, and calculate the pay per drill, the same goes for each entitlement needed.

Real problems develop when a P606 is submitted out of range. This can cause the member to go into an overpaid status very quickly. Being overpaid is a serious concern for the member and the member's unit. I have seen debts for as high as \$15,000, caused by late submission of the P606. Remember, as a Yeoman, your job is more than just a data input technician. Before transferring a member, check to see if the member is in government quarters, and if so, you know the member needs to be checked out before departing PCS. You are the last person at your unit to see the member's PDR -- please make sure you give the member and the next Persru a complete and accurate account to work with.

YN1 Debbie Purdy
HRSIC (MAS)

RESERVISTS ON ACTIVE DUTY

If a reservist goes on active duty for less than 30 days, then an R990 is the only transaction required for processing the member's pay and points. (The only exception to this is that, if a reservist is entitled to COLA or SDAP, then a P607 and P625 are also required.)

If a reservist performs active duty for 30 to 139 days, then an R990, an R991, and an R975 must be submitted. (If the reservist is entitled to COLA or SDAP, then a P607 and P625 are also required.)

If a reservist enters on active duty for more than 139 days, he/she is brought on to active duty with an Endorsement on Orders (L68C) with a duty code of "R" on the effective date of active duty. Provided that all the elements are entered on the document correctly, the system will build the necessary pay segments required to credit the reservist's pay account. Once the reservist's active duty period ends, an Endorsement on Orders (L68C) RELAD transaction must be prepared.

All leave not taken during the active duty period must be sold, providing the reservist has not sold a total of 60 days leave in his/her career.

YN1 Lorenzo Williams
HRSIC(MAS)

LIQUIDATION OF IN-SERVICE DEBTS AT THE TIME OF SEPARATION

When a member is within his/her separation month and has a debt, SES will compute all monies available for the month and use those monies to liquidate or reduce the amount of debt. SES is not restricted to adhering to the 2/3 rule, which is used to liquidate debts to members continuing on active duty. When a member separates and has a debt, the debt is collected "under the general rule of offset without specific statutory authority." This means that debts may be collected from the member's final pay and allowances without the member's consent. As mentioned above, SES will use all monies available in the month of separation to dispose of the debt. This means that if the member separates on the 20th of the month, monies earned on the 15th pay period, will also be used. Monies earned on the 15th of the month are considered part of the member's current pay for the whole month.

A couple of important things to remember:

- **Prior to the separation date, SES will notify the member's PERSRU via e-mail, of the amount of money, if any, the member will receive after debt(s) has been collected. Therefore, it is very important that the PERSRU notify the member of the action taken by SES.**
- **Prior to separation date, the member should be counseled that all debts remaining will be liquidated from his/her final separation month pay.**
- **CGMA and ditty bag debts cannot be carried beyond the member's separation date. If member does not have enough monies in his/her final separation pay to cover these type of debts, the organization that loaned the monies will deal with the member. All other debts that are not liquidated by the member's separation date will be considered out of service debts and Debt Collection (DC) will handle these.**
- **Retiring members are allowed to carry debts into their retirement, provided they notify SES of their intent to do so. A schedule will be set up by RAS for liquidation of debt.**

Glenn Hess
HRSIC (SES)

TEMPORARY EARLY RETIREMENT AUTHORITY



HRSIC has received calls regarding early retirement under the Temporary Early Retirement Authority (TERA). Public Law 105-261 extended the authority to use TERA through 30 September 2001. This law provides a tool for the armed services to manage personnel reductions and shape the force following the completion of the drawdown of military forces. However, while the Coast Guard is authorized to use TERA, it is a workforce tool that they are not planning to use in the near future.

Karen North
HRSIC (RAS)

HRSIC WEB UPDATES

Check out these new additions to the HRSIC Web Site at www.uscg.mil/hq/hrsic :

- Travel Claim Payment Status
- ADC Member Users Guide
- ADC Command Users Guide
- Procedural Guidance Manual For The SWE Cycle
- DEERS Address Change Form
- Link to ADC home page

Our goal at HRSIC(PRC) is to provide our customers easy access to valuable resources. Please send your ideas for HRSIC web additions and improvements to drose@hrsic.uscg.mil.

Doug Rose
HRSIC Web Content Manager

SOMETHING NEW FOR SDAII? SDAII SOI DATA ENTRY

I'm sure several of you have been hearing or receiving phone calls about needing SDAII SOI's on members who are separating. There has been some confusion in the wording of the 3PM manual as well as some miscommunication. Work is currently being done to change the manual and to clarify what steps need to be taken to assist members with the separation process. In the mean time please follow the following guidelines for these frequently asked questions:

Do I have to do the SDAII SOI's? In the 3PM manual on 3-B-5 it states. "Prepares the appropriate SDAII transactions." Yes, this would include SDAII SOI's

What if it's a less than 30-day priority discharge? - The manual implies not to do an SDAII SOI if there is a priority discharge. This should be corrected to say expedited discharge. The only time a discharge can be considered an expedited discharge is if the letter from headquarters specifically states "expedited discharge." Treat all priority discharges as you would any other separation. "30 days" is also misleading. If compute hasn't taken place and it's less than 30 days you should still do a SDAII SOI.

When should I do an E-mail SOI vs. a SDAII SOI? If your member is separating and the last possible compute prior to their separation has already taken place, you should send an E-mail SOI. If you have time before the last compute, always do an SDAII SOI.

Do I still need to send an E-mail SOI if I am doing an SDAII SOI for any SOI submitted less than 30 days? Yes.

Does doing a SDAII SOI really make a difference? Yes! Your less than 5-minute action helps the separation process. If you are unable to do your part often it takes SES on estimated average an additional 2 hours or more to work, correct, and audit one individual case.

Suzanne Gray
HRSIC (SES)

Articles for the ALPERSRU Newsletter may be mailed, faxed or e-mailed to:

Commanding Officer
USCG HRSIC (PRC)
444 SE Quincy St.
Topeka, KS 66683

Fax: 785-295-2579
Email: Drose@HRSIC.USCG.MIL

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COMMANDING OFFICER: Capt R. D. Reck

Mission Statement

We are committed to:

- 1. Providing caring personnel compensation and services for all Coast Guard members, retirees, and annuitants.**
- 2. Maintaining human resource information for Coast Guard decision-makers so we can best manage the Coast Guard's most important asset, our people.**



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